Process	*Inactivating a Sub-Classification*
Process Number	*GL – 032*

Description of Process

Inactivate a sub-classification. A sub-classification is inactivated when its related budget line item, and therefore, the sub-classification itself, are no longer used. A sub-classification is a ChartField value that, when combined with a fund, organization, and program code as well as a budget year, identifies a unique appropriation budget key. An appropriation is an authorization to make an expenditure. The sub-classification ChartField will track what was formerly referred to as the Object Class.

Input to Process

Sub-Classification Change Request is written up, signed, assigned an identifier and approved. The sub-classification is then inactivated in PeopleSoft.

Output of Process

Sub-classification is inactivated and is no longer accessible for processing transactions.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Use	Sub-classification

### Business Process Description

Process Description	Responsibility (Agency/Centralized)
Step 1: Complete request form to inactivate a sub-classification The Department of Audits will fill out a sub-classification change request form when it is determined that a sub-classification should be inactivated. Once approved, the request will be forwarded to FSS for input.	Centralized
Step 2: Open the sub-classification you wish to inactivate Using Update/Display mode, enter the SetID and Sub-classification Code for the sub-classification you wish to inactivate. The SetID should be equal to that of the business unit under which the sub-classification was originally created.	Centralized
Step 3: Inactivate the sub-classification Insert a row using F7 in any effective dated field. This allows you to make *effective dated* changes and enables you to retain a history of the modifications made to the sub-classification. Any modifications will take effect as of the date specified. In the row you just inserted, enter the Effective Date and Status for your sub-classification. The Effective Date can be set to the current date or a future date and determines the date on which the change will go into effect. The Status refers to the availability of the sub-classification for use in journal processing. Using the drop down list provided, change the Status to "Inactive."	Centralized
Step 4: Save the sub-classification The sub-classification is now saved as "Inactive," and will no longer be accessible as of the effective date on which you changed the status. If you want to re-activate the sub-classification at a later point in time, follow steps 1 - 3 above and change the status back to "Active."	Centralized
Step 5: Notify the requestor that the sub-classification has been inactivated Send notification to the requestor that the sub-classification has been inactivated and is no longer available for use. The following are acceptable forms of notification: • E-mail • Facsimile • Interoffice Memorandum	Centralized

Forms Used with Process (#)

**Attach sample form(s) \\DOAS_COMMONS_01\VOL1\DATA\COMMONS\PDocs\Financials\GL-General Ledger\Business Process Flows\ChartField Maintenance\Subclass\Sub-Class Change Request.doc

Process Flow Diagram (if appropriate):
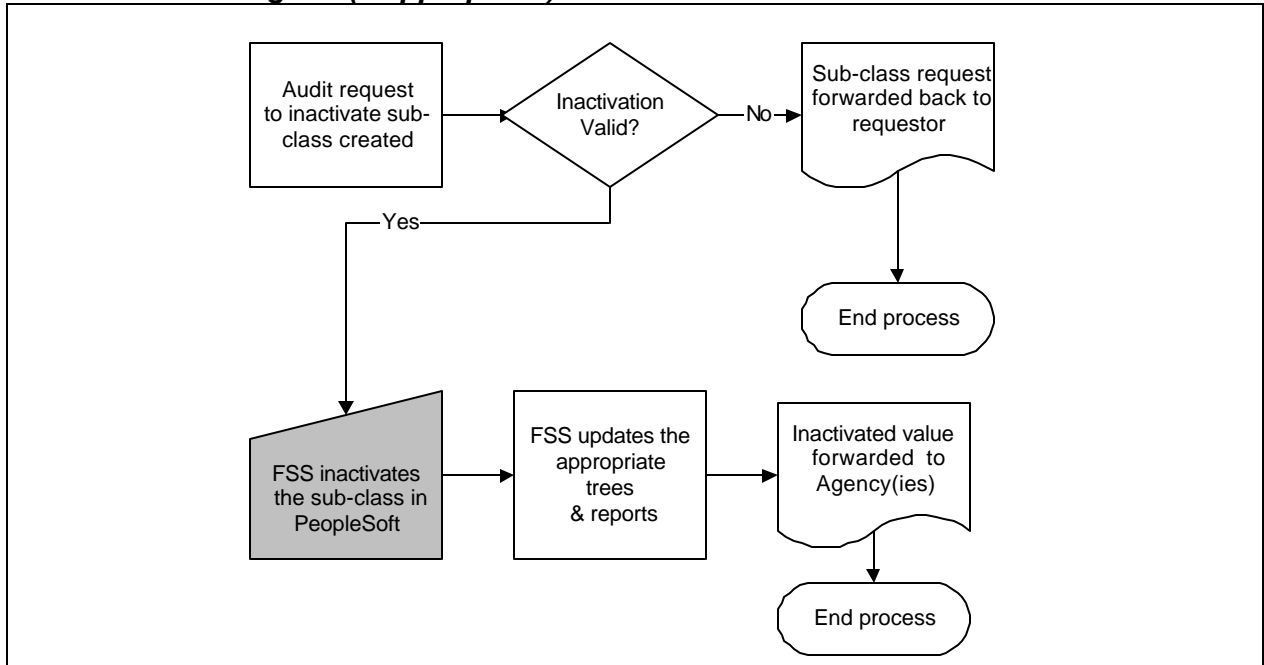
Process Signoff

Tested By
Date Tested